

B-40



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Kenneth Honeycutt, Jr.,  
and Joseph Schroll, Senior Youth  
Worker (PC0466S), Ocean County

CSC Docket Nos. 2015-191 and  
2015-217

Examination Appeals

ISSUED: SEP 19 2014 (DASV)

Kenneth Honeycutt, Jr., and Joseph Schroll appeal the determinations of the Division of Selection Services that, per the substitution clause for education, they did not meet the experience requirement for the promotional examination for Senior Youth Worker (PC0466S), Ocean County. Since these matters involve similar issues, they have been consolidated herein.

By way of background, the subject examination was announced with a closing date of March 21, 2014 and requirements pursuant to the attached announcement. Five employees, including the appellants, filed for the examination. However, they were all found ineligible. Consequently, the examination was cancelled due to a lack of qualified applicants.

On his application, Mr. Honeycutt indicated that he possessed an Associate's degree. Additionally, he listed his work experience as a Senior Youth Worker from January 2014 to the closing date. On his application, Mr. Schroll did not indicate earning any college credit, but he listed his work experience as a Senior Youth Worker from January 2014 to the closing date. Personnel records indicate that both Mr. Honeycutt and Mr. Schroll were appointed provisionally pending promotional examination procedures as Senior Youth Workers, effective November 21, 2013, in Ocean County's Department of Juvenile Services and remain serving in the title. Prior to that appointment, Mr. Honeycutt served permanently as a Youth Worker from December 18, 2008 to November 20, 2013. Similarly, Mr. Schroll worked permanently as a Youth Worker from November 20, 2008 to November 20, 2013.

Upon its review, the Division of Selection Services found that Mr. Honeycutt possessed 76 college credits, but he was unable to provide a transcript. Mr. Honeycutt also advised that he had "trouble" submitting his work experience in the online system. Thus, the Division of Selection Services deemed Mr. Honeycutt ineligible for the subject examination since he only reported three months of applicable experience on his application and did not provide proof of the specific credit requirement of 12 semester credit hours in the behavioral sciences. Mr. Schroll was also deemed ineligible for the examination since he only listed three months of applicable experience, thus lacking one year and nine months of the required experience.

On appeal to the Civil Service Commission (Commission), Mr. Honeycutt clarifies that he was appointed as a Youth Worker on December 18, 2008 and then as a Senior Youth Worker on November 21, 2013. In support of his appeal, he sets forth the duties of his positions and maintains that he meets the experience requirement. Moreover, Mr. Honeycutt submits a letter he contends that he sent to the Division of Selection Services explaining that he believed that he had completed all information needed and "the application was confusing." On appeal, Mr. Schroll also clarifies that he was appointed as a Youth Worker on November 20, 2008 and then as a Senior Youth Worker on November 21, 2013. In support of his appeal, Mr. Schroll lists the duties of his positions and maintains that he meets the experience requirement.

### CONCLUSION

*N.J.A.C.* 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) states that an application may only be amended prior to the announced closing date for filing applications. *N.J.A.C.* 4A:1-1.2(c) provides that the Commission may relax a rule for good cause, in a particular circumstance, in order to effectuate the purposes of Title 11A of the New Jersey Statutes Annotated.

The appellants were required to possess two years of experience in the direct care and/or training of children with social, emotional, psychological and/or behavioral problems in a residential or community centered program. Additionally, 30 semester credit hours from an accredited college, which shall have included at least 12 semester credit hours in the behavioral sciences, could have been substituted for one year of experience. Applicants who possessed the 12 semester credit hours in the behavioral sciences could also substitute additional experience for the remaining education. In the instant matter, Mr. Schroll did not indicate that he earned college credit. Thus, the substitution clause for education does not apply to him. Further, while Mr. Honeycutt indicated that he possessed an Associate's degree, he failed to submit his transcripts. Thus, he has not substantiated that he could substitute his education for the experience requirement.

Therefore, the appellants must demonstrate that they have two years of applicable experience.

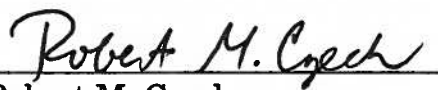
A review of the appellants' personnel records and their submissions on appeal clearly indicate that they have over two years of applicable experience commencing with their duties as Youth Workers in 2008. However, they failed to list this work experience on their applications. Nonetheless, the examination was cancelled due to the lack of qualified applicants and the appellants remain serving in the subject title. Finally, it must be emphasized that the appellants possess more than the requisite two years of experience, and, but for the omission of their prior position from their application, they would have been deemed eligible for the subject examination. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C. 4A:4-2.1(f)* and consider the appellants' experience as Youth Workers. However, the appellants are cautioned that, when submitting examination applications in the future, they must accurately and completely present their employment history. Absent the submission of a complete application, the Division of Selection Services is unable to evaluate experience to determine eligibility.

#### ORDER

Therefore, it is ordered that these appeals be granted. It is further ordered that the examination cancellation be rescinded, and the applications of Kenneth Honeycutt, Jr., and Joseph Schroll be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 17<sup>TH</sup> DAY OF SEPTEMBER, 2014

  
Robert M. Czech  
Chairperson  
Civil Service Commission

**Inquiries  
and  
Correspondence**

**Henry Maurer  
Director  
Division of Appeals  
and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312**

**Attachment**

**c: Kenneth Honeycutt, Jr.  
Joseph Schroll  
Keith J. Goetting  
Dan Hill  
Joseph Gambino**

NEW JERSEY CIVIL SERVICE COMMISSION  
 COUNTY AND MUNICIPAL GOVERNMENT SERVICES  
**PROMOTIONAL ANNOUNCEMENT**



**\$25.00 PROCESSING FEE REQUIRED**  
 Make Check/Money Order Payable to NJCSC

SYMBOL: PC0466S	WEIGHT CODE: *
TITLE: SENIOR YOUTH WORKER	SALARY: \$35,000.00 - \$90,000.00
ISSUE DATE: March 01, 2014	CLOSING DATE: March 21, 2014
TITLE CODE: 66000/ C7RQR5	JURISDICTION CODE: T15000010
JURISDICTION: OCEAN COUNTY	
DEPARTMENT: JUVENILE SERVICES	

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS  
 WILL BE ACCEPTED  
 FOR THIS ANNOUNCEMENT**

**Open to employees in the non-competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following title(s) and who meet the requirements listed below:**

**Youth Worker 66002**

**Experience:** Two (2) years of experience in the direct care and/or training of children with social, emotional, psychological and/or behavioral problems in a residential or community centered program.

**Note:** Thirty (30) semester credit hours from an accredited college, which shall have included at least twelve (12) semester credit hours in the behavioral sciences may be substituted for one (1) year of experience. Applicants must provide proof of the specific credit requirement by attaching to their application a transcript which have been completed. (Foreign degrees / transcripts must be evaluated by a recognized evaluation service.) Failure to do will result in rejection from the examination process.

**Note:** Applicants who possess the twelve (12) semester credit hours in the behavioral sciences may substitute additional experience for the remaining education.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees will be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of being operated only if it is necessary to perform the essential duties of the position. The responsibility for ensuring that appointees possess the required motor vehicle license, commensurate with the class and type of vehicles operated, rests with the Appointing Authority.

**NOTE:** As of December 1, 2013, applications must be completed and submitted by 4:00 pm on the closing date.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file Online" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

DPF-256A \* Revised 03/09

